

PASSPORT APPLICATION CHECKLIST

YOU MUST BRING THIS COMPLETED LIST, ALONG WITH ALL REQUIRED DOCUMENTS, WITH YOU TO YOUR APPOINTMENT

IT IS VERY IMPORTANT TO FOLLOW THE CHECKLIST CAREFULLY. If you do not have all the necessary documents, we will be unable to process your application(s) and you must reschedule your appointment.

STEP 1 – COMPLETE YOUR APPLICATION

- ☐ Complete Passport Application Form using the US Department of State [passport application wizard](#). The wizard will help to determine which form you need to complete, help you to complete the form online, and generate the form for you to print all in one place.
 - 1) You are NOT applying online by using this form, it is merely the tool to complete your application. You will still need to print out your application for submission.
 - 2) The last page of the application wizard is titled “Passport Product & Fees.” This page is NOT an online payment, and will not be paying the fees, it is used just to calculate your fees.

STEP 2 - ASSEMBLE YOUR SUPPORTING DOCUMENTS

- ☐ Evidence of Citizenship is required – MUST have ONE of the following:
 - a. Original or Certified Copy of your Birth Certificate (Birth abstracts are NOT accepted!)
 - b. Consular Certificate of Birth Abroad
 - c. Original Naturalization Certificate
 - d. Citizenship Certificate
 - e. Previously issued, undamaged U.S. Passport book/card, can be expired

NOTE: In addition to Evidence of Citizenship, minors (under 16) with previously issued passport must also submit evidence of parental relationship (ONE of the following):

- U.S. birth certificate (*also evidence of U.S. citizenship*)
- Consular Report of Birth Abroad or Certification of Birth (*also evidence of U.S. citizenship*)
- Foreign birth certificate
- Adoption decree
- Divorce/Custody decree

- Death decree

If you do not have any citizenship documents and have had a previous passport, you may request a File Search (\$150 fee) to look up your previously issued passport.

- ☐ Age Progression Photos. If the identity of the applicant cannot be established by the photograph in the U.S. passport, pictures that show the progressive growth of the applicant should be submitted at the time of interview.
- ☐ Valid Photo I.D. (i.e., State Issued Driver's License, Government Issued I.D. card) Here's a list of [acceptable forms of ID](#)
- ☐ 2"x2" (5x5cm) Color Passport Photo. Click [here](#) for the photo requirements.
- ☐ Make a single sided photocopy of all supporting documents.

STEP 3 – FEES

- ☐ You will pay the fee in person to the Cashier at the time you appear at the Embassy. Fee information is [available here](#).
- ☐ The Embassy Cashier accepts payments in cash and in US dollars only. Credit/debit or prepaid cards are not accepted.

Note: The Passport fee is a non-refundable processing fee and is retained by the Department of State whether or not the passport is issued. There is no expedited service outside the United States.

STEP 4 – YOUR APPOINTMENT

- ☐ Bring all required documents to the Embassy at your scheduled appointment time.
- ☐ **MINORS** (under 16) and **BOTH** parents must be present. If one parent cannot attend, a Notarized Consent Form DS-3053 must be submitted.
- ☐ **If you are applying through DS-11, please DO NOT SIGN** the application until told to do so by the consular officer.